



JENNIFER M. GRANHOLM  
GOVERNOR

STATE OF MICHIGAN  
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
LANSING

MICHAEL R. DEVOS  
EXECUTIVE DIRECTOR

## MEMORANDUM

May 5, 2005

**TO:** PIP Lenders and Community Agents  
**FROM:** Bill Parker, Property Improvement Program (PIP) Coordinator  
**SUBJECT:** Spring Training for New On-Line PIP Application Process

This memorandum is intended to announce the following:

- **New On-Line PIP Application Process**
- **Training Dates and Registration Information**

### New On-Line Application Process

MSHDA is pleased to announce that we have developed in partnership with Agate Software, an on-line application process for the Property Improvement Program (PIP) Lenders and Community Agents. This on-line process will be available at a demonstration site in June 2005, and on about July 5, 2005, it is anticipated that lenders and communities can "go live" with the on-line application.

### Training Dates and Registration

Training for on-line loan process will be held in four locations around the state starting May 26, 2005 (in Lansing). There will be three trainings in June, in Detroit, Grayling, and Marquette. The registration fee is **\$20 per person**. Make your checks payable to **MSHDA**. Please send the registration fee prior to the training if possible. MSHDA will only accept cash, checks and money orders the day of the training (no purchase orders please). We do not have the capability to accept credit cards. Registration and sign-in will begin at 9:00 AM. Trainings will begin at 9:30 AM. Trainings will end at 3:30 PM. Continental breakfast and lunch will be provided. Class size is limited. In order to accommodate all interested individuals, please register by the following deadline, including the \$20 registration fee per person, to be **received at MSHDA by May 20, 2005** to:

**Judy Snell  
MSHDA  
735 E. Michigan Avenue  
P.O. Box 30044  
Lansing, MI 48909**

You can contact Judy at 517-373-8568 or [snellj@michigan.gov](mailto:snellj@michigan.gov) with questions regarding registration, or myself at 517-373-1462 or [parkerw@mihigan.gov](mailto:parkerw@mihigan.gov).

I look forward to seeing you at one of the PIP trainings.



**MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
OFFICE OF COMMUNITY DEVELOPMENT  
735 E. Michigan Avenue, PO Box 30044  
Lansing, Michigan 48909**

**On-Line PIP Application Process Training  
Registration Form**

Name of Participant: \_\_\_\_\_  
(Please submit separate registration form for each participant)

Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

☐ **Payment of \$20.00 is included with this registration**

Please choose one only:

\_\_\_\_\_ **Thursday, May 26, 2005 – Lansing**  
MSHDA Building  
735 E. Michigan Ave.  
Lansing, MI  
517-373-8568

\_\_\_\_\_ **Wednesday, June 8, 2005 – Detroit**  
Cadillac Place  
3038 W. Grand Blvd., Ste. 602  
Detroit, MI  
313-456-3540

\_\_\_\_\_ **Wednesday, June 15, 2005 – Grayling**  
Grayling Holiday Inn  
2650 S. Business Loop I-75  
Grayling, MI  
989-348-7611

\_\_\_\_\_ **Thursday, June 16, 2005 – Marquette**  
Ramada Inn  
412 W. Washington St.  
Marquette, MI  
906-228-6000

Please Note: Registration and sign-in will begin at 9:00 AM. Trainings will begin at 9:30 AM. Trainings will end at 3:30 PM. Continental breakfast and lunch will be provided.

**Please return registration form and fee to Judy Snell at the address noted above.** You can also **fax the form back to Judy at 517-241-6672** and mail in the registration fee. Call Judy with any registration questions at 517-373-8568.

Persons with disabilities needing a reasonable accommodation to effectively participate in this training should contact Ted. S. Rozeboom, Director of Legal Affairs, MSHDA at (517) 373-8295 or TTY (800) 382-4568 at least <b>7</b> days prior to the training.
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